

# **CAREER FAIRS**

## **DEFINITION**

A career awareness/exploration event in which multiple business participants assemble at one particular site at the school to promote and share their respective occupations. Career fairs develop an awareness and understanding of occupations and career fields. Career fairs can be simple or complex involving one or more classes at a time. It is suggested that job related visual aids and hands-on activities be included for better student participation.

## **STUDENT ELIGIBILITY**

- All students K-12
- Meet school guidelines for participation
- Complete required paper work

## **LIABILITY EXPOSURE**

Liability at the school is limited because a teacher is present in each classroom and there is no student transportation involved. Hands-on demonstrations require the same precautions used in the workplace. Safety glasses, fire extinguishers, or hard hats may be required for hands-on experiences.

## **PREPARING THE STUDENT**

Preplanning with the students will strengthen the learning process and prevent potential problems. Students should receive instruction in:

- The objective of the career fair
- How to ask appropriate questions
- Behavior, courtesy and appropriate dress
- Related assignments and due dates

## **STUDENT RESPONSIBILITIES**

- Complete assignments and participate in career awareness activities
- Be briefed and prepared for the visit
- Display polite and courteous behavior
- Ask relevant and thoughtful questions
- Write thank you notes

## **CAREER FAIR PARTICIPANT RESPONSIBILITIES**

- Provide a list of equipment needs
- Gather company brochures, product sheets, and any visuals or demonstration materials
- Use hands-on demonstrations and visual aids when applicable
- Allow time for question and answer period
- Complete an evaluation of the experience

### **SCHOOL SUPERVISOR RESPONSIBILITIES**

- Arrange for and confirm presenters for the career fair
- Coordinate and schedule necessary space/rooms at the school
- Inform employers of expectations and purpose
- Arrange for any special equipment needed
- Coordinate with teachers and administrators

### **TEACHER RESPONSIBILITIES**

- Conduct preparatory activities
- Assess the effectiveness of the career fair
- Provide data to the work-based learning coordinator as requested
- Provide assistance with and discipline to students as needed
- Help with career fair duties as assigned

### **SAMPLE FORMS**

- *Employer Confirmation Letter*
- *Student Survey*
- *Thank You Letter Guide*
- *Workers We Know Letter*
- *Workers We Know Survey*

Please visit the TLC Work-based Learning Toolkit for more information on career fairs. It can be found online at <http://usoe.k12.ut.us/ate/tlc/wbl.html>